

**MONTANA FISH, WILDLIFE & PARKS**  
**INTERN PROGRAM ANNOUNCEMENT**

**EMPLOYER:** Montana Fish, Wildlife & Parks

**CONTACT PERSON'S NAME/TITLE:** Sara Scott

**ADDRESS:** PO Box 995

**CITY:** Lolo

**STATE:** MT

**ZIP:** 59847

**PHONE:** 406-273-4671

**EMAIL ADDRESS:** sarascott@mt.gov

**DATE OF ANNOUNCEMENT:** Friday, January 9, 2015

**APPLICATION DEADLINE:** Friday, March 6, 2015 at 5:00 PM (postmarked)

**\*\*STUDENTS MUST BE CURRENTLY ENROLLED IN A UNIVERSITY/COLLEGE\*\***

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**POSITION TITLE:** Artifact data entry (using Past Perfect Software)

**# OF POSITIONS:** 1

**LOCATION(S):** University of Montana Archaeological Collections Facility

**WORK START/END DATES:** May 26, 2015

**HOURS/WEEK:** flexible, possible to work full time all summer for 480 hours or work half time into the fall. Total number of hours for the position is 480.

**TRAINING/ORIENTATION DATES:** May 26, 2015

**COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC.):** \$14.50 per hr.

**POSITION DESCRIPTION:**

Individual will work with the artifact collections in the basement of the Social Sciences Building at the University of Montana entering prehistoric artifact collections from Ghost Cave located in Pictograph Cave State Park near Billings into the Past Perfect Museum software program. Over 20,000 artifacts are in need of entry into this program. Individual will examine artifacts and describe them in the Past Perfect program. Digital pictures will also be taken of each artifact and entered into the computer program. Software training will be provided by the museum collections manager at U of M. Person will work for State Parks but will be in contact with museum collections manager at U of M on a daily working basis.

**SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS):**

Graduate student in Anthropology is highly preferred along with knowledge of PastPerfect software. Individual must have background experience in pre-contact artifact analysis and/or in archaeology and its analytical methods. Person must be comfortable identifying and describing pre-contact Plains Indian artifacts with little or no assistance. Person must also be adept with computers and software and be willing to sit at a computer examining small objects for extended periods of time. Individual must be a detail oriented person and able to work independently with little supervision. Office space and a computer will be provided.

**APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):**

Submit cover letter summarizing experience and interest in the job, resume, and two letters of recommendation to Sara Scott at the address provided above.

**ADDITIONAL INFORMATION: (;HOUSING OF ANY KIND PROVIDED OR POSSIBLY AVAILABLE I.E. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.)**

No housing or per diem provided